



Potomac River Watershed Cleanup
Saturday, April 2, 2005

PLANNING CHECKLIST

As a sponsor of your cleanup site/s, the following is a checklist of details to consider 6-8 weeks before the cleanup.

➤ **Select an appropriate site**

1. *Accessibility*

- ☐ Walk your site to determine degree of difficulty.
- ☐ Where will volunteers park?
- ☐ Where will you greet them?
- ☐ How do they get to the river, stream, or land?
- ☐ Will it be easy to transport the trash off your site?

2. *Safety*

- ☐ Avoid hazards such as steep banks, poison ivy, slippery rocks, deep or swift water.
- ☐ Is your site appropriate for children or elderly volunteers?

3. *Sensitive Ecological Features*

- ☐ Avoid areas with rare plants that could be trampled.

4. *Size of site*

- ☐ If your site is a large area, divide shoreline to create "sub-sites" with a reliable leader for each area.

➤ **Trash removal**

1. *Hauling*

- ☐ Who will haul your trash away?
- ☐ Where will the trash be when they come to pick it up?
- ☐ If you have a large site, you might need a roll-off container.
- ☐ If you are hauling the trash yourself, you could acquire a tipping fee waiver. Contact county landfill.

2. *Recycling*

- ☐ Using the tally sheet and colored bags provided to you (available in March), record the number of plastic drinking bottles collected with a number 1 or 2 on the bottom, and place them in the bag.
- ☐ We suggest choosing one person for each site or each sub-site to pick up **only** plastic bottles, place them in the colored bag, and record on the tally sheet how many were collected.
- ☐ Consider if you or a volunteer could take the recyclables to a local recycling facility or drop-off center or put out at your own curbside pick-up. It is our goal that all sites recycle the plastic bottles collected; however we know that this is not possible for every site.
- ☐ If it is absolutely impossible to recycle the plastic bottles, then dispose of them with the rest of your site's trash after making sure all information was recorded.
- ☐ Try to have tires and scrap metal recycled. Contact county landfill.

➤ **Hazmat**

1. *What to do*

- ❑ If you have hypodermic needles on your site, it is recommended that you contact your county health department. They may send someone to your cleanup site to collect the medical waste.
- ❑ If health department is not available, make a HAZMAT kit for each group leader. Refer to *Safety/Hazmat* Sheet.
- ❑ Contact local emergency rescue squad and ask them to be on standby.
- ❑ Before picking up sharps refer to *Sharps Pick-up* sheet.
- ❑ **Do not** open or put in with recyclables any plastic bottles that have liquid inside. These should be put in with the trash.

➤ **Recruitment**

1. *Volunteers*

- ❑ If you have a web site or e-mail, have information ready to get out to the volunteers who call.
- ❑ Be prepared with the goals and message of the cleanup when you approach volunteers.
- ❑ Personal contacts are a good way to start and spread the word.
- ❑ Send out press releases to the local newspapers and radio stations in your area.
- ❑ Consider petitioning help from local civic and environmental groups, garden clubs, homeowner associations, and schools. Many schools have volunteer service requirements.
- ❑ Contact the local volunteer bureau.